

Nashville Earth Day Festival 2005

Rules and Guidelines for Exhibitors

Applications

1. All applications must follow the guidelines for exhibitors (as described below) and meet the approval of the Nashville Earth Day Festival Organizing Committee.
2. Deadline for Applications is 5:00 p.m. April 1, 2005.
3. Applications must be filled out completely and signed.
4. Booth fee is \$250 for businesses. There is no fee for government and non-profit organizations.
5. Applications and additional questions can be submitted by mail, fax or e-mail to:

Nashville Earth Day Festival 2005- c/o Kristen Deitrick

939 Dr. Richard Adams Drive

Nashville, TN 37207

Phone: 615-862-8705 Fax: 615-862-8619

E-mail: kristen.deitrick@nashville.gov

(Applications also available on our Web site: www.nashville.gov/recycle)

Exhibits

1. Exhibit space provided is either 10' x 10' or 10 x 20'. If your business or organization needs additional space or accommodations other than what has been described, please indicate that on the application.
2. Businesses and organizations exhibiting at the festival must provide their own tables, chairs and tents. Please note: 10' x 10' is the largest sized tent that can be used regardless of the exhibit space requested.
3. Exhibitors will be grouped into one of the festival's educational areas according to their focus/purpose. Exhibitors can indicate on the application which area(s) best suit their business or organization and the planning committee will do its best to place each group in the most appropriate area.
4. Applications submitted before the deadline will be assigned space on a first-come, first-serve basis and will be notified of their location prior to the festival. Applications submitted after the deadline will be assigned a location the day of the festival and as space allows.
5. All exhibits must follow the guidelines listed below. Space is provided on the application to describe the content and purpose of your exhibit and by signing the application you agree to abide by them.

Any business or organization not following these guidelines will be asked to leave the festival area.

- All exhibits MUST BE educational and have an environmental focus.
- Exhibitors CAN NOT sell any merchandise at the festival.
- Exhibitors CAN NOT use their exhibit - or the festival area - to advocate for or against any elected official, candidate or political party.

Day of Festival

1. The festival will take place, RAIN or SHINE, at Centennial Park on April 23, 2005 from noon to 7:00 p.m.
2. Set-up begins at 8:00 a.m. and all exhibits must be completed by 11:30 a.m.
3. All exhibits should be staffed from 12:00 p.m. to 6:00 p.m.
4. Break-down of exhibits can begin at 6:00 p.m. and must be completed by 8:00 p.m.
5. The Nashville Earth Day festival is a LITTER FREE event. Please help us to achieve this by considering the following at your exhibit:
 - Provide samples of all of your information and brochures at your exhibit and have a sign-up sheet to request copies.
 - Hand out a one-page flyer that summarizes your business or organization with your web site or instructions on how to get more information.
 - Limit "giveaways" and promotional items and do not hand out candy or items in plastic wrappers that could end up as litter.
 - Pick up any litter you see and be able to direct people to the nearest trash/recycling stations.

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Exhibitor Application and Contract

Contact Information

Business/Organization's Name: _____

Type (Please Check One): Non-profit ☐ Government ☐ Business ☐ (there is a \$250 fee for businesses)

Contact Person: _____ Title: _____

Mailing Address: _____ City/State/Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Insurance Carrier: _____

Exhibit Information

Space Needed (Please Check One): 10' x 10' ☐ 10' x 20' ☐ Other* (please describe): _____

Special Needs*: _____

(*Additional costs may be associated with special requests. Please contact us for more information).

Description of Business/Organization and Exhibit (Please refer to "Rules and Guidelines for Exhibitors" for more information):

Exhibit Areas (Please Check One): Air ☐ Water ☐ Waste Reduction ☐ Organic Farmers ☐
Animals ☐ Outdoor Education/Adventure ☐ Sustainable Living/Land Conservation/Other ☐

Fees

A \$250 fee for businesses is due when the application is submitted and is non-refundable. Please make checks payable to the Nashville Earth Day Festival.

Submitting

By signing this form, I (the undersigned) acknowledge that the Nashville Earth Day Festival, its organizing committee, participating organizations, performers/presenters, and the Metro Parks of Nashville and Davidson County will not be held responsible, nor liable, for accidents, injury or illness as caused by our company (above), its employees, facilities, materials and/or products.

By signing this form, I (the undersigned) and all participants in my exhibit at the Nashville Earth Day Festival acknowledge that we have read, understand and agree to abide by the information outlined in the document "Rules and Guidelines for Exhibitors."

Signature: _____ Date: _____

Please submit completed and signed forms to:
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Nashville, TN 37207

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Forms also available on our Web site: www.nashville.gov/earthday